

Eligibility Overview (E210, E240)	All Periodicals mail must be sorted and may be eligible for a reduced rate if prepared and sorted under additional specific standards. Mailings eligible for automation discounts must contain automation-compatible (C810) 100% delivery point barcoded (C840) pieces, sorted as described below. Nonprofit rates require specific authorization (E270).
Rates and Fees (R200)	<p>Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc.</p> <p>5-Digit, 3-Digit and Basic rates are tray-based and apply to outside-county copies and all eligible in-county copies.</p> <p>5-Digit: 150 or more addressed and barcoded pieces sorted to 5-digit/scheme trays.</p> <p>3-Digit: 150 or more addressed and barcoded pieces sorted to unique 3-digit trays. <i>Pieces for unique 3-digit destinations qualify for the 3-digit rate if grouped separately and placed in 3-digit/scheme trays with pieces for other 3-digit destinations.</i></p> <p>Basic: 150 or more addressed and barcoded pieces, sorted to other 3-digit, 3-digit scheme, or AADC trays and all pieces placed in mixed AADC trays.</p> <p>SCF destination entry rate has additional standards (E250).</p> <p>Not all presort levels may be claimed in combination with other automation or destination entry discounts.</p>
Addressing (A800, A950)	<p>Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950.</p> <p>Addresses matched using CASS/MASS-certified process within 180 days before mailing.</p>
Characteristics and Content (C200, C810, C840)	<p>Maximum weight: 3.3407 ounces (pieces over 3 ounces must meet additional standards in C810.7).</p> <p>Shape: rectangular.</p> <p>Dimensions:</p> <ul style="list-style-type: none"> ■ Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick <i>if not more than 4-1/4 inches high and 6 inches long</i>; or 0.009 inch thick <i>if more than 4-1/4 inches high or 6 inches long, or both.</i> ■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick. <p>All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.</p>
Deposit (D200)	Deposit only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under D210.
Mail Preparation and Sortation (M810)	<p>Presort: on reverse.</p> <p>Documentation:</p> <ul style="list-style-type: none"> ■ Postage statement: Form 3541-N (Nonprofit and In-County rates). ■ Supporting documentation: required by rates claimed including marked copy. Effective August 1, 1997, documentation generated by PAVE-certified software or printed in standardized format. <p>1-foot or 2-foot trays used where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used).</p> <p>See reverse for pink tray label Line 2 information.</p> <p>Pink barcoded tray labels required (M032).</p> <p>Trays sleeved and strapped (M033). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.</p>
Postage and Payment Methods (P200, P750)	Method: advance deposit account(s) at the original or additional entry post office(s), unless Centralized Postage Payment (CPP) or plant-verified drop shipment (PVDS) is authorized.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Traying Sequence

**5-Digit/Scheme
(Required)**

Trays: At least 150 pieces to same 5-digit ZIP Code or optional 5-digit scheme destination; packaging not permitted; only one overflow tray permitted per destination.

Barcoded Labels: For Line 1: on required 5-digit trays, use city, state, and 5-digit ZIP Code on mail; on optional 5-digit scheme trays, use destination shown in City State File.

Rate: 5-Digit outside-county and in-county

**3-Digit/Scheme
(Required)**

Trays: At least 150 pieces to same 3-digit ZIP Code/scheme destination; packaging not permitted; only one overflow tray permitted per destination. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code/scheme of SCF serving post office where mail is verified.)

Barcoded Labels: For Line 1, use L002, Column B, for destination facility.

Rate:¹

Unique 3-Digit: 3-Digit outside-county and in-county
Other 3-Digit: Basic outside-county and in-county

**AADC
(Required)**

Trays: At least 150 pieces to same AADC; packaging not permitted; only one overflow tray permitted per destination. Pieces must be grouped by 3-digit ZIP Code prefix or 3-digit/scheme if applicable.

Barcoded Labels: For Line 1, use L801 for destination facility.

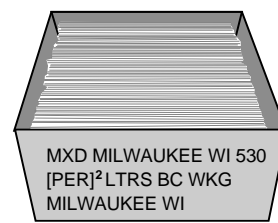
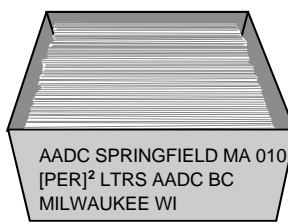
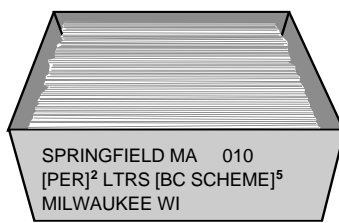
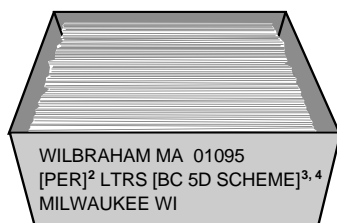
Rate: Basic outside-county and in-county

**Mixed AADC
(Required)**

Trays: All remaining pieces placed in mixed AADC trays grouped by AADC; only one less-than-full mixed AADC tray permitted per mailing.

Barcoded Labels: For Line 1, use L803 for destination facility (for BMC/ASF entry, use L802).

Rate: Basic outside-county and in-county



¹ Pieces for a unique 3-digit destination that is part of a 3-digit scheme group listed in L002, Column B, indicated by footnote "S," qualify for the 3-Digit rate when placed in a 3-digit scheme tray if grouped separately from pieces for other nonunique 3-digit areas.

² Use "NEWS" if issued weekly or more frequently.

³ Use "5D BC" on 5-digit trays; use "BC 5D SCHEME" on optional 5-digit scheme trays.

⁴ For optional news 5-digit scheme trays, use "NEWS LTR BC 5D SCHEME."

⁵ Use "3D BC" on 3-digit trays; on 3-digit scheme trays, use "BC SCHEME" and, if applicable, as shown in L002, Column B, followed by the letter "A," "B," or "C."

Packaging required in mailings consisting entirely of postcard-size pieces and for other pieces placed in less-than-full trays. Where overflow trays are permitted, they are required for required presort levels (M033.2).